



## Policies and Procedures

- Regular rental time is 8am to 1am unless early entry has been requested and paid for. Early entry must be paid for and requested at least one week prior to event.
- All items must be out of building and all cleaning done by 1 a.m. in order to avoid the late fee of \$100 per hour. The Lessee is responsible for informing all parties involved with the event (decorator, cater, band etc) of the policy and to ensure compliance.
- Customers may choose not to clean after their events but, it should be understood that event cleanup charges are based on time and labor. This could mean that you might owe a balance beyond your forfeited deposit.
- Events requiring security will not be opened for guest until security is on duty.
- Lessee and security, when applicable, must remain in building until guests have vacated the building.
- Storage fees of \$50 per day will apply to any item left behind after a event. Please ensure that caterers, rental companies, and beer distributors are aware that their equipment must be removed once the event is complete.
- Lessee is responsible for all guests attending his/her event. All children must have adult supervision. Small children must be attended in lobbies, restrooms, etc.
- House lights may be dimmed for events but some lighting is required for safety and security of staff and guests.
- If kegs/ ice are inside the building, Lessee is responsible for ensuring that water from the leaking vessels or condensation is controlled. Mops and buckets will be provided by staff on request but staff is not responsible for leaking kegs/ice chests, etc. If water is not controlled, staff may request kegs/ice chests to be brought outside.
- Any Cardboard boxes left from event must be broken down flat by Lessee and taken to dumpster. Boxes left intact and/or not taken to dumpster will constitute trash left behind and will result in cleaning fees.
- No substances such as, but not limited to, dance wax, armor- all, sawdust, etc. are allowed to be used on Civic Center floors. Use of any substance, either designed (like dance wax), or inadvertent (like armor-all) that make the floors slick will result in cleaning fees to cover staff time/materials to strip and re-wax the entire floors.
- No glitter, confetti, or confetti type substances may be used in Civic Center. This includes but is not limited to: paper confetti, small table scatter, glitter, birdseed, rice, etc. Unauthorized use will result in excessive cleanup charges.
- Decorations must be free standing, suspended from hook designs for suspended ceiling, or hung from existing drapery rods. All decorations must be removed from building after the event. Tape, string, etc. left on drapery will result in damage fee to cover replacement

- Loading and unloading for an event should be done through back entrance, unless prior arrangements are made through management.
  - Lobbies, closets, sidewalks, and restrooms are not rented spaces. No decorations are permitted without prior authorization. Please see staff regarding these areas.
  - Fire exits, pull boxes, entrances/exits, and walkways must/ not be obstructed by tables, equipment, and/or decorations at anytime.
  - There is no smoking allowed in any portion of the Civic Center. Cigarette receptacles are located just outside lobby doors.
  - Stated attendance on security forms must match setup plans and will be enforced by staff.
  - Once setup by staff is completed according to diagram submitted by Lessee, changes to the configuration are responsibility of the Lessee. Should additional tables and/or chairs be required, the amount must not exceed the attendance stated on security form.
  - Conduct : Any person at the Civic Center whose conduct is disorderly or disruptive in one or more of the following respects, may be ejected from the premises by the Centers designated representatives or any police officer.
    - Usage of tobacco products inside the Civic Center facility
    - Use of abusive, indecent, profane, or vulgar language.
    - Abusing or threatening another person or fighting with another person
    - Amplification of music above legal levels or at levels that interfere with another event.
    - Abusing or damaging Civic Center property
    - Abusing or behaving in a threatening manner toward the Civic Center personnel.
- Parents must supervise their children; unruly or unsupervised children will be escorted to their parents and may be ejected from premises.